



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Police Officer I/II/III/IV
0410
Non-Exempt
Protective Service Workers
Police
Police Sergeant/Police Lieutenant/Police Major

Nature of Work

Performs responsible/experienced/advanced/high level protective service work enforcing state and local laws, responding to calls for service, maintaining visibility for crime deterrence as well as accessibility, performing patrol duties and tasks related to the protection of life, property, enforcing laws, and conducting investigations according to departmental policies and with minimal supervision. Work involves risk, hazardous exposure, and personal danger.

There are 4 levels of Police Officer distinguished by the level of work performed and the qualifications of the employee.

Essential Job Functions (other essential job functions may be designated by department)

- Work requires sworn law enforcement officer status to maintain public peace, protect life and property, enforce laws, and conduct investigations according to departmental policies and with minimal supervision. The officer is expected to perform specialized and involved tasks, administrative duties, including the investigation of complex incidents or criminal acts.
- Operates police vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order: responds to radio dispatches; answers calls and complaints; responds to major crime calls (robbery, rape, murder, maiming, burglary, etc.); performs foot patrols to serve as a deterrent to criminal activity and to enhance the department's Community Policing philosophy; investigates complaints and issues summonses or makes arrests; prepares detailed reports and maintains records.
- Detects and investigates crimes: conducts surveillance of individuals, vehicles, or locations; interviews victims, suspects, and witnesses; collects and identifies evidence and property; seizes contraband and/or evidence; protects crime scenes; investigates traffic crashes.
- Apprehends and arrests suspects, using weapons when necessary; obtains, verifies, and executes arrest warrants; conducts high risk felony vehicle stops; detains, searches, arrests, and handcuffs persons, as required; subdues and disarms resisting or attacking persons; transports and handles prisoners.
- Prepares for and gives legal testimony; appears in court as a designated investigating officer.
- Police Officer III and IV: Assists and advises junior patrol officers with more difficult or hazardous situations as instructed; assumes command of the shift/unit in the absence of or at the direction of the Lieutenant/Sergeant; ensures that all calls for service are answered and dealt with in a timely manner; serves as needed in a specialty area such as Field Training Officer, Instructor, SWAT, etc.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a High school diploma; Associates degree in related field preferred;
- Must
 - Meet all minimum qualifications per Virginia Code 15.2-1705.
 - Be a citizen of the United States and be at least 21 years of age at completion of Police Academy.
 - Possess or be able to obtain within 30 days of employment a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
 - Not have been convicted of, pleaded guilty to, or no contest to a felony or an offense that would be a felony if committed in Virginia; certain crimes involving moral turpitude; any misdemeanor sex offense; domestic assault; or others that cannot be explained to the satisfaction of the Chief of Police.
 - Not have been convicted of Class 1 or 2 misdemeanors within previous 5 years. Commission of undetected crimes of a serious or repetitive nature will be reviewed on a case-by-case basis.
 - Not have a history of illegal drug or substance use is strongly preferred, with no use within previous 3 years. Exceptions may be made on a case-by-case basis. Distribution is an automatic disqualifier.
 - Not have had a dishonorable or bad conduct discharge from the military.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.

Position Level	Requirements
Police Officer I	Untrained – <ul style="list-style-type: none">• No experience necessary Trained – <ul style="list-style-type: none">• Successfully complete and maintain all established training objectives established by the Virginia Department of Criminal Justice Services within established time periods including Field Training Officer program.
Police Officer II	<ul style="list-style-type: none">• Two years of satisfactory service with the James City County Police Department or two years of equivalent experience as determined by department.• Requires current Radar Operator's Certification; and, current Intoxilyzer Operator's Certification or other specialty approved by the Chief of Police.• Maintain department training requirements regarding ASP/Tactical Baton.• Successfully complete 40 hours of specialized training acceptable to department.



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Police Officer III	<ul style="list-style-type: none"> • Three years of satisfactory service with the James City County Police Department (including one year of service as Police Officer II) from most recent hire date; or, • Two years of equivalent experience as determined by department plus one year of service as Police Officer II with the James City County Police Department from the most recent hire date. • Requires current Radar Operator's Certification; and, current Intoxilyzer Operator's Certification or other specialty approved by the Chief of Police. • Maintain department training requirements regarding ASP/Tactical Baton. • Successfully complete an additional 40-hours of specialized training acceptable to department (80 total).
Police Officer IV	<ul style="list-style-type: none"> • Five years of satisfactory service with the James City County Police Department (including two years of service as a Police Officer III) from the most recent hire date; or, • Three years of equivalent experience as determined by department plus two years of service as Police Officer III with the James City County Police Department from the most recent hire date. • Receive a score of 70% or higher on the Police Officer IV exam. • Associates degree or 60 semester hours recognized by an accredited college required for Police Officer IV. • Associates Degree or 60 semester hours recognized by an accredited college. • Maintain department training requirements regarding ASP/Tactical Baton. • Requires current Radar Operator's Certification; and, current Intoxilyzer Operator's Certification or other specialty approved by the Chief of Police. • Maintain department training requirements regarding ASP/Tactical Baton. • Successfully complete an additional 80 hours of training acceptable to department (160 total).

Required for all career ladder levels: Satisfactory completion of introductory (initial or promotional) period; "meets" or higher on last performance evaluation; not received a written reprimand or higher-level disciplinary action within the past 12 months; funding of career ladders in budget must have been approved by Board of Supervisors; and certification from Department Manager of completion of requirements.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Background investigation including polygraph
- Credential check
- Driving record check
- Drug test
- Hearing test
- Physical exam
- Psychological assessment
- Local, state, and national criminal/sex offender record check

Introductory Period 12 months

Post Hire Requirements

- Successfully complete and maintain all established training objectives established by the Virginia Department of Criminal Justice Services within established time periods, including Field Training Officer program.
- Maintain a valid Virginia Driver's License and have an acceptable driving record based upon James City County's criteria.
- Maintain a fitness level that is acceptable to James City County.
- Not use tobacco products on or off duty.

Job Locations and Conditions

- Duties are performed in various locations of James City County and other locations throughout the United States as required; requires holiday, weekend, and night work; and, outdoor and indoor work under a variety of weather conditions.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials Written Communication: read/understand text; exchange information in written form
Mathematical ability	O	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	O	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	F	Necessary equipment and/or tools including firearms, tactical baton and other weapons, bullets, and trigger
Transport/Reposition Objects	O	Must be able to transport and reposition 50+ pounds of materials/equipment from ground to waist, at waist level, and waist level to shoulder.
Ascend/Descend	O	Must be able to work in and move to different height levels 3 or more flights of stairs and 3-4 steps
Sit	C	Must have the ability to sit
Stand	C	Must have the ability to stand
Walk	C	Move self from one location to another on both flat and rough terrain
Run	R	Move self from one location to another on both flat and rough terrain
Position self to lower level	O	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	O	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	C	Must be able to transfer or convey in an automatic vehicle including car in varying weather conditions.